

STAT

Approved For Release 2005/11/23 : CIA-RDP80B01495R000900030009-4

Approved For Release 2005/11/23 : CIA-RDP80B01495R000900030009-4

Administrative - Internal Use Only

28 May 1974

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : MAGID's Comments on the Advanced  
Opportunities Program

MAGID members endorse the AOP in principle. Any semblance of career development planning for clericals and others is refreshing.

Suggestions and Questions from MAGID members:

1. The format is a bit formal. We suggest a short, concise, DDI Notice explaining the program, indicating that additional information is available, for interested clericals (and others), in their Admin offices or in the DDI Management Staff offices.

2. The philosophy of the AOP program is not expressed. WHO WILL QUALIFY? There are two ways to approach it -- each with its own philosophy.

A. Aim the program at finding the best qualified people for all vacancies in CIA, regardless of whether they formally qualify for a slot. Thus, clericals and other persons without college degrees, could fill professional slots if they demonstrate the skills required. The professional battery of exams is just one way of making such a determination. In this approach, all clerical employees would be invited to take the PET-B exams and those achieving a certain score would be considered further for appropriate positions. This approach has two principal advantages: it is democratic, and it may actually do more to get the right people in the right slots.

Administrative - Internal Use Only

Administrative - Internal Use Only

B. To reward senior clericals who have demonstrated consistently strong and outstanding performance, and a high degree of commitment. GS-7's and 8's only would be considered, they would have to have (for example) 5 years of experience in CIA, and be recommended by their supervisors. This has the advantage of maintaining the commitment and morale of persons already recognized, but provides them further training and the chance to advance in grade.

MAGID believes that  is probably thinking of Option B.

STAT

3. More direction as to the kinds of jobs to which clericals will be promoted. Will all the professional positions relate to analysis and reporting? Certainly there must be some type of professional administrative positions that one could qualify for without much formal education. Good common sense and job experience go a long way!

4. The  note to MAGID (para 3f) suggests that where a person is not making it under the AOP, an early decision will place the person in another suitable clerical or professional position. The draft notice, May 13, handles this question somewhat differently. It says that a person not making it will be transferred to another clerical position. Which way is it? MAGID suggests the former.

5. More rotations for clericals! We encourage building into the system some means of exchanging information with other directorates on this proposal, so that some of our highly qualified clericals could be moved to jobs in other directorates.

6. Consideration of clerical promotions by the existing directorate Career Service Boards. Clericals are just as much a part of a directorate as professionals.

7. Would it be possible to send potential candidates through the CT program?

- 2 -

Administrative - Internal Use Only

Administrative - Internal Use Only

8. Why PDP involvement? All offices and staffs are not represented on the PDP. Who would speak for those candidates, for instance?

9. If the AOP ever gets off the ground, we hope it is not used by recruiters to entice college graduates or over-qualified persons to accept clerical assignments with the vague promise of possibly getting them in the AOP program. DDO has done this for years in its recruiting, mostly of college women, to come in as IA's. This perversion of the concept would cause more harm than AOP could possibly rectify.

Administrative - Internal Use Only